

PHA Plans
Streamlined Annual
Version

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian
Housing

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(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan
for Fiscal Year: 2008

PHA Name: Whiteside County
Housing Authority

WCHA Board of Commissioners: Herbert Beveroth, Chairman
Gary Cook, Vice-Chairman
Martha Myers, Commissioner
Michael Sterba, Commissioner
Megan Grinnen, Commissioner

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Executive Summary (optional)

The Whiteside County Housing Authority (WCHA) prepared this plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998. The WCHA board of commissioners, WCHA employees, Resident Advisory Board and the residents were informed about the process for preparing this plan and they were provided an opportunity to make comments regarding the contents of this plan.

The WCHA owns and manages three public housing developments: Coloma Homes (125 family units), Garden Homes (40 elderly units) and Civic Plaza I (100 units). The housing authority also manages a Housing Choice Voucher Program which provides rental assistance to 285 families. WCHA is also the contract administrator for Sterling Towers (110 units) and for Civic Plaza II (60 units).

The WCHA created a not-for-profit called Whiteside County Dwellings Upgrade Association, Inc. and this entity is the management company for: Cedar Woods Apartments (27 units), Ster-Lynn Estates (60) and Green View Estates (28).

The WCHA is currently in the process of complying with a U.S. Department of Housing & Urban Development mandated transition to project-based management/accounting. The housing authority started the transition with the conversion of their computer system/software. This conversion has been a real challenge for the personnel. Once the conversion is satisfactory our agency will be able to obtain data easily for each project. The next step in our transition to project-based management is assigning personnel to specific projects/locations. Upon completion of the transition to project based management/accounting the end result should be improved service at each of the projects.

On January 1, 2007 the Violence Against Women Act was implemented and WCHA has implemented a lease addendum and policy that complies with the Act. Also on January 1, 2007 the Illinois Carbon Monoxide Alarm Detector Act was enacted. WCHA installed carbon monoxide detectors in all of WCHA's properties in accordance with the Act. WCHA also provided written notice to all of the Housing Choice Voucher landlords informing them that they too must comply with the Act.

Our agency is also in the process of working on an Internal Controls Policy to present to the housing authority board for their approval.

WCHA purchased the property across the street from the Central Office with prior HUD approval and WCHA plans to use Capital Funds to eliminate the asbestos and lead-based paint and to demolish the existing buildings. Then an additional parking lot will be added which will include some landscaping, drainage, sidewalk, fence around the perimeter and if funds allow a new garage will be built.

During the next two to three years the majority of the Capital Fund money will be spent replacing the exterior wiring in the Coloma Homes units and replacing the horizontal plumbing

pipes at Civic Plaza I. These two work items are very important work items and they are very costly, but must be done.

Streamlined Annual PHA Plan

Fiscal Year 2008

[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

-
- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
 - 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
 - 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
 - 4. Project-Based Voucher Programs
 - 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
 - 6. Supporting Documents Available for Review
 - 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
 - 8. Capital Fund Program 5-Year Action Plan
Capital Fund Performance & Evaluation report #501-05 (il032 a01)
Capital Fund Performance & Evaluation report #501-06 (il032 b01)
Capital Fund Performance & Evaluation report #502-06 (il032 c01)
Violence Against Women Act (VAWA) (il032d01)
Illinois Carbon Monoxide Detector Act (il032e01)
Procurement Policy (il032f01)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace:

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B. No.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component. No.

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance --Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
- low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here) State of Illinois

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)
The Consolidated Plan of the jurisdiction supports the PHA Plan with the following Actions and commitments:

- 1. Provides updates regarding Homeownership programs.
- 2. Provides limited review of applications.
- 3. Participates with interested groups including Public Housing Advisory Boards.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
N/A	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or	Annual Plan: Management

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	other applicable assessment).	and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

PHA Name:
HA Code:

Streamlined Annual Plan for Fiscal Year 20__

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

8. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: WHITESIDE COUNTY HOUSING AUTHORITY 401 West 18 th Street Rock Falls, IL 61071			Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:		Federal FY of Grant: 08
X <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	15,000.00			
3	1408 Management Improvements	31,000.00			
4	1410 Administration	50,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	366,019.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	15,000.00			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	20,000.00			
21	Amount of Annual Grant: (sum of lines 2 – 20)	527,019.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	31,000.00			

8. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: WHITESIDE COUNTY HOUSING AUTHORITY 401 West 18 th Street Rock Falls, IL 61071			Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:		Federal FY of Grant: 08
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

8. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: WHITESIDE COUNTY			Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 08		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA WIDE	SECURITY SERVICES	1408		31,000.00				
	ADMIN	1410		50,000.00				
	A&E SERVICES	1430		30,000.00				
	OPERATIONS	1406		15,000.00				
IL 32-1	REPLACE WIRING/PLUMBING/PHONE LINES/CABLE	1460		366,019.00				
	RELOCATION	1495		15,000.00				
	CONTINGENCY	1502		20,000.00				

8. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: WHITESIDE COUNTY		Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:				Federal FY of Grant: 08		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule

8. Capital Fund Program Five-Year Action Plan

PHA Name: WHITESIDE COUNTY		Grant Type and Number Capital Fund Program No: 501-08 Replacement Housing Factor No:					Federal FY of Grant: 08
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA WIDE	09/30/10			09/30/12			

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name WHITESIDE COUNTY HOUSING AUTHORITY					<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: 2009 PHA FY: 3/31/10	FFY Grant: 2010 PHA FY: 3/31/11	FFY Grant: 2011 PHA FY: 3/31/12	FFY Grant: PHA FY:
	Annual Statement				
PHA WIDE		96,000.00	96,000.00	96,000.00	
IL32-1		431,019.00	431,019.00	431,019.00	
CFP Funds Listed for 5-year planning		527,019.00	527,019.00	527,019.00	

8. Capital Fund Program Five-Year Action Plan

Replacement Housing Factor Funds					
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8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2009 PHA FY: 3/31/10			Activities for Year: <u>3</u> FFY Grant: 2010 PHA FY: 3/31/10		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA WIDE	SECURITY SERV	31,000.00	PHA WIDE	SECURITY SERV	31,000.00
Annual		ADMIN	50,000.00		ADMIN	50,000.00
Statement		OPERATIONS	15,000.00		OPERATIONS	15,000.00
	IL 32-1	A&E FEES	30,000.00	IL 32-1	A&E FEES	30,000.00
		RELOCATION	15,000.00		RELOCATION	15,000.00
		CONTINGENCY	20,000.00		CONTINGENCY	20,000.00
		REPLACE WIRING/PLUMBING/CABLE WIRE/PHONE WIRE	366,019.00		REPLACE WIRING/PLUMBING/CABLE WIRE/PHONE WIRE	366,019.00

8. Capital Fund Program Five-Year Action Plan

Total CFP Estimated Cost	\$527,019.00			527,019.00
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Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : <u> 4 </u> FFY Grant: 2011 PHA FY: 3/31/2011			Activities for Year: <u> 5 </u> FFY Grant: 2012 PHA FY: 3/31/2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA WIDE	SECURITY SERV	31,000.00	PHA WIDE	SECURITY SERVICES	31000.00
	ADMIN	50,000.00		A&E	40,000.00
	OPERATIONS	15,000.00		ADMIN	50,000.00
IL 32-1	A&E FEES	30,000.00		OPERATIONS	15,000.00
	RELOCATION	15,000.00		RELOCATION	15,000.00
	CONTINGENCY	20,000.00		UPGRADE COMPUTERS/S SOFTWARE	10,000.00
	REPLACE WIRING/PLUMBING/CABLE WIRE/PHONE WIRE	366,019.00	1	UTILITY ALLOWANCE REVIEW	5,000.00
				PURCHASE MAINT RADIOS	5,000.00
				TRAINING ASSISTANCE	2,000.00

8. Capital Fund Program Five-Year Action Plan

			PHA WIDE	PURCHASE LAWN VACUUM	4,000.00	
				PURCHASE MAINT TRUCK	22,000.00	
				ENERGY AUDIT	15,000.00	
				PHYSICAL NEEDS ASSESSMENT	7,000.00	
				COMPACT TRACTOR	10,000.00	
			IL32-1	REPLACE CLOSET DOORS	648,000.00	
			IL32-1	REPLACE TILE IN APTS	500,000.00	
			IL32-1	REPLACE ELECTRIC METERS	16,500.00	
			IL32-1	MULCH	10,000.00	
Total CFP Estimated Cost		\$527,019.00				

8. Capital Fund Program Five-Year Action Plan

Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
			IL32-1	Reaplace exterior doors	155,000.00
			IL32-1	Replace interior doors	75,000.00
			IL32-1	COPY MACHINE	12,000.00
			IL32-1	RENOVATE BATHROOMS/REPLACE SHOWERHEADS, FAUCETS/VANIETY, TUB, SHOWER SURROUNDS, SINKS/MIRRORS	500,625.00
			IL32-1	SOFFITS & FASCIA	108,000.00
			IL32-1	REPLACE VENTS ON BLDGS	12,500.00
			IL32-1	LANDSCAPING/BUSHES/SEE DING/FLOWERS	5,000.00
			IL32-1	SHEDS/REPLACE OR REPAIR SIDING ELEVATE DUE TO WATER POOLING	94,500.00
			IL32-1	ADD ON TO ADMIN BLDG	50,000.00
			IL32-1	ADD ON TO MAINT BLDG	40,000.00

8. Capital Fund Program Five-Year Action Plan

			IL32-1	REPLACE DIELECTRICS IN WATER PIPING	25,000.00
			IL32-1	REPLACE/REPAIR OUTSIDE FENCE	3,000.00
			IL32-1	INSTALL DYER VENTS/UTILITY ROOM	8,000.00
			IL32-1	GUTTERS/DOWNSPOUTS	37,500.00
			IL32-1	TRIM/SHUTTERS ON APTS BLDGS	135,000.00
			IL32-1	TUCK POINT & SEAL BRICK	175,000.00
			IL32-1	RENOVATE ADMIN OFFICE/UPGRADE WIRING THROUGHOUT	50,000.00
			IL32-1	REPLACE SIDING ON BLDGS	140,000.00
			IL32-1	CLEAN AIR DUCTS	38,000.00
			IL32-1	BLACKTOP 18 TH + PARKING AREAS	45,000.00
			IL32-1	REPLACE CURBS	18,000.00
			IL32-1	SEAL 17 TH ST	15,000.00
			IL32-1	REPLACE FURNACES	120,000.00
			IL32-1	REPLACE WATER HEATERS	45,000.00
			IL32-1	PAINT/REPAIR/REMOVE PLAYGROUND EQ.	12,000.00
			IL32-1	ASBESTOS REMOVAL	25,000.00
			IL32-1	REMOVE/ADD/REPLACE GAS PIPING/FITTINGS/VALVES, T'S	10,000.00
			IL32-1	INSTALL ANTI-TIP ANCHORS/STOVES	7,500.00
			IL32-1	EXTERIOR PAYMENT BOX	1,000.00
			IL32-1	FROST FREE REFRIGERATORS	50,000.00
			IL32-1	CARBON MONOXIDE DETECTORS	18,750.00

8. Capital Fund Program Five-Year Action Plan

IL32-1	UPDATE OFFICE SECURITY SYSTEM	15,000.00	IL32-1	BOXES FOR RESIDENT INFO	6,250.00
IL32-1	INSTALL VENT OVER RANGE	62,500.00	IL32-1	REPLACE STAIR TREADS	75,000.00
			IL32-1	ADD INSULATION TO BLDGS	63,000.00
			IL32-1	PAINT APTS	90,000.00
			IL32-1	KITCHEN CEILINGS/REPLACE/REPAIR/DRY WALL	25,000.00
			IL32-1	BLDG IDENTIFICATION SIGNS/17 TH SIDE OF STREET	3,000.00
			IL32-1	REPLACE PLUMBING THROUGHOUT APTS	1,500,000.00
			IL32-1	REPLACE DRYWALL THROUGHOUT APTS	250,000.00
			IL32-1	REPLACE OUTSIDE MAIN BREAKERS/COVERS ON BOXES	25,000.00
			IL32-1	MAINT/STORAGE SHED	25,000.00
			IL32-1	REPLACE ROOFING	129,600.00
			IL32-1	REPLACE MAILBOXES	6,250.00
			IL32-1	REPAIR/REPLACE/ADD SIDEWALKS	10,000.00
			IL32-1	REMOVE/TRIM/ADD TREES	10,000.00
			IL32-1	REPLACE STOVES	37,500.00
			IL32-1	CLEAN FURNACES	12,500.00
			IL31-1	PURCHASE PROPERTY	50,000.00
			IL32-1	CONSTRUCT PARKING LOTS	40,000.00
			IL32-1	HEAVY DUTY SCREENS	65,000.00
			IL32-1	HEAVY DUTY DRYER VENTS	3500.00
			IL32-1	SUB-TOTAL IL32-1	5,340,975.00
			IL32-2	MULCH	2,500.00

8. Capital Fund Program Five-Year Action Plan

			IL32-2	BATHROOMS/REPLACE VANITY, TUB, FAUCETS, SHOWERHEADS, TUBS, SHOWER SURROUNDS, SINKS	175,000.00
			IL32-2	RELOCATION	10,000.00
			IL32-2	REPLACE TILE IN APTS/COMM ROOM	16,000.00
			IL32-2	ASBESTOS REMOVAL	15,000.00
			IL32-2	PAINT APTS & COMM ROOM	41,000.00
			IL32-2	ADD/REPLACE OUTSIDE LIGHTING	25,000.00
			IL32-2	TUCK POINT/SEAL BRICK	150,000.00
			IL32-2	REPAIR/REPLACE/ADD SIDEWALKS	8,000.00
			IL32-2	CLEAN AIR DUCTS	12,000.00
			IL32-2	REPLACE KITCHEN CUPBOARDS – APTS AND COMM ROOM	124,000.00
			IL32-2	REPLACE FURNACES	65,000.00
			IL32-2	UPGRADE FIRE/EMERGENCY CALL SYSTEM	15,000.00
			IL32-2	ADD OUTLETS IN APTS	10,000.00
			IL32-2	REPLACE WATER HEATERS	12,000.00
			IL32-2	INSTALL EXTRA CABLE HOOK-UPS	3,000.00
			IL32-2	REPLACE ROOFING	84,320.00
			IL32-2	REPLACE CARPETS - APTS	25,000.00
			IL32-2	REPLACE DIELECTRICS/PIPING TO WATER HEATHERS	
			IL32-2	REPLACE CURBS	12,000.00
			IL32-2	REPAIR/REPLACE THRESHOLDS TO EXTERIOR DOORS	8,225.00
			IL32-2	BLACKTOP ROAD	30,000.00

8. Capital Fund Program Five-Year Action Plan

			IL32-2	INSTALL CARBON MONOXIDE DETECTORS	4,000.00
			IL32-2	REPLACE REGISTER VENTS	10,000.00
			IL32-2	REPLACE GABLE VENTS	7,000.00
			IL32-2	REPLACE STOVES	12,000.00
			IL32-2	REMOVE/TRIM/ADD TREES	5,000.00
			IL32-2	LANDSCAPING/ BUSHES/SEEDING/FLOWERS	5,000.00
			IL32-2	REPLACE CLOSET DOORS	50,000.00
			L32-2	SUB-TOTAL	936,045.00
			IL32-3	ENLARGE LAUNDRY ROOM	82,500.00
			IL32-3	REPLACE/ADD/EXPAND SECURITY EQUIP	8,000.00
			IL32-3	REPLACE ROOF	73,000.00
			IL32-3	ADD/REPAIR/REPLACE SIDEWALKS	9,500.00
			IL32-3	REPLACE KITCHEN FAUCETS	9,500.00
			IL32-3	UPGRADE/REPLACE FIRE & EMERGENCY ALARMS	10,000.00
			IL32-3	REPLACE CLOSET DOORS	238,000.00
			IL32-3	INSTALL EMERGENCY CORDS IN LIVING ROOMS	25,000.00
			IL32-3	REPLACE A/C SLEEVES	14,100.00
			IL32-3	INSTALL OVERHEAD LIGHTS IN LIVING ROOMS	10,000.00
			IL32-3	PAINT APTS/COMMON AREAS	90,000.00
			IL32-3	INSTALL CEILING FANS IN HALLWAYS	10,000.00
			IL32-3	REPLACE PHONE LINES /JACKS THROUGHOUT BLDG	80,000.00
			IL32-3	EXPAND PARKING AREA	15,000.00

8. Capital Fund Program Five-Year Action Plan

			IL32-3	INSTALL PATIO IN BACK OF BLDG	5,000.00
			IL32-3	ADDITIONAL OUTLETS IN APT	60,000.00
			IL32-3	REPLACE SINKS – 1 ST FLOOR APTS/RE-PLUMB IF NECESSARY	1,500.00
			IL32-3	INSTALL WATER SOFTENER	8,000.00
			IL32-3	REPLACE MOTOR ON SUMP PUMP	4,000.00
			IL32-3	REMOVE WALL IN COMMON AREA-INSTALL SHELVES	8,000.00
			IL32-3	REPLACE GENERATOR	30,000.00
			IL32-3	UPGRADE CABLE/INSTALL ADDITIONAL HOOK-UPS	25,000.00
			IL32-3	REPLACE SEWER LINES	21,000.00
			IL32-3	REPLACE/REPAIR WIRING THROUGHOUT BLDG	650,000.00
			IL32-3	REPLACE REMAINING WATER PIPING IN BLDG/APTS	450,000.00
			IL32-3	ASBESTOS REMOVAL	15,000.00
			IL32-3	CARBON MONOXIDE DETECTORS	7,000.00
			IL32-3	REPLACE CARPET – APTS	25,000.00
			IL32-3	ADD/REPLACE OUTSIDE LIGHT FIXTURES	7,000.00
			IL32-3	REPLACE BATHROOMS – SINKS, FAUCETS, VANITIES, MIRRORS, SHOWERS, SURROUNDS, SHOWER HEADS, FAUCETS, RAILS, TILE, STOOL	200,000.00
			IL32-3	REPLACE FLOOR TILES	60,000.00
			IL32-3	RELOCATION	15,000.00
			IL32-3	TUCK POINT/SEAL BRICK	105,000.00

8. Capital Fund Program Five-Year Action Plan

			IL32-3	REPLACE KITCHEN CUPBOARDS	280,000.00
			IL32-3	REPLACE LOCKS/APTS	50,000.00
			IL32-3	REPLACE REFRIGERATORS	35,000.00
			IL32-3	REPLACE STOVES	25,000.00
			IL32-3	NEW AUTO CLOSURES ON STAIRWELL DOORS	2,700.00
			IL32-3	REPLACE GARBAGE CHUTE DOORS & AUTO CLOSURES	3,600.00
			IL32-3	UPGRADE ELEVATORS	10,000.00
			IL32-3	REPLACE PRESSURE PUMPS (2)	12,000.00
			IL32-3	MULCH	2,500.00
			IL32-3	REMOVE/ADD/TRIM TREES	5,000.00
			IL32-3	REPLACE SLIDING GLASS DOORS	9,000.00
			IL32-3	LANDSCAPING- BUSHES/SEEDING/FLOWERS	5,000.00
			IL32-3	REPLACE TILE IN LNDRY ROOM	3,000.00
			IL 32-3	CLEAN OUT PIPES	8,000.00
				SUB-TOTAL CPI	2,821,900.00
				GRAND TOTAL	9,098,920.00

GREATER METROPOLITAN AREA HOUSING AUTHORITY

WORK ITEM BREAKDOWN

CGP 708 - 1999 BUDGET

DEVELOPMT OR PROGRA	WORK ITEM DESCRIPTION	LINE#	BUDGET AMT	DESCRIPTION OF ITEM OBLG	OBL AMT	OBL DATE	OBL REMAIN	INV/PO #	REQ#	REQ AMT	REQ DAT	REQ REMAIN	EXP AMT	EXP DATE	CK #	EXP REMAIN
IL 10-4 JOS FULTON / O.G. MANOR	INSTALL RAILINGS @ REAR STAIRS 10-4	1450	\$352.00		\$0.00		\$352.00			\$0.00		\$352.00	\$0.00			\$352.00
	LANDSCAPING @ 10-4A	1450	\$31,218.00		\$0.00		\$31,218.00			\$0.00		\$31,218.00	\$0.00			\$31,218.00
	LANDSCAPING @ 10-4B	1450	\$28,320.00		\$0.00		\$28,320.00			\$0.00		\$28,320.00	\$0.00			\$28,320.00
	INSTALL WROUGHT IRON FENCING	1450	\$4,900.00		\$0.00		\$4,900.00			\$0.00		\$4,900.00	\$0.00			\$4,900.00
	REGRADE SITE FOR RUNOFF	1450	\$22,500.00		\$0.00		\$22,500.00			\$0.00		\$22,500.00	\$0.00			\$22,500.00
	INSTALL DUMPSTERS, PADS & ENCL	1450	\$20,000.00		\$0.00		\$20,000.00			\$0.00		\$20,000.00	\$0.00			\$20,000.00
	PARKING/DRIVEWAY IMPROVEMENT	1450	\$183,412.00		\$0.00		\$183,412.00			\$0.00		\$183,412.00	\$0.00			\$183,412.00
	REPLACE SIDEWALKS & STOOPS	1450	\$64,200.00		\$0.00		\$64,200.00			\$0.00		\$64,200.00	\$0.00			\$64,200.00
	INSTALL CEMENT SWALE	1450	\$18,400.00		\$0.00		\$18,400.00			\$0.00		\$18,400.00	\$0.00			\$18,400.00
IL 10-7 STREED TOWER	AIR HANDLER W/ CHILLER	1475	\$57,000.00		\$0.00		\$57,000.00			\$0.00		\$57,000.00	\$0.00			\$57,000.00
	BOILERS, PUMPS	1475	\$175,000.00		\$0.00		\$175,000.00			\$0.00		\$175,000.00	\$0.00			\$175,000.00
	DUCT FURNACES	1475	\$18,270.00		\$0.00		\$18,270.00			\$0.00		\$18,270.00	\$0.00			\$18,270.00
	ROOFTOP EXHAUST UNIT	1475	\$11,720.00		\$0.00		\$11,720.00			\$0.00		\$11,720.00	\$0.00			\$11,720.00
	REPLACE HOTWATER	1475	\$18,000.00		\$0.00		\$18,000.00			\$0.00		\$18,000.00	\$0.00			\$18,000.00
	REPLACE 1ST FLOOR HVAC	1475	\$24,400.00		\$0.00		\$24,400.00			\$0.00		\$24,400.00	\$0.00			\$24,400.00
IL 10-12 WARREN TOWER WARREN HEIGHTS	INSTALL POLE & WALL MTD SITE LIGHTS	1450	\$16,560.00		\$0.00		\$16,560.00			\$0.00		\$16,560.00	\$0.00			\$16,560.00
	INSTALL PLAYGROUND EQUIP 12B	1450	\$25,000.00		\$0.00		\$25,000.00			\$0.00		\$25,000.00	\$0.00			\$25,000.00
	PARKING/DRIVEWAY IMPROVEMENT	1450	\$130,400.00		\$0.00		\$130,400.00			\$0.00		\$130,400.00	\$0.00			\$130,400.00
	REPLACE RETAINING WALLS	1450	\$32,790.00		\$0.00		\$32,790.00			\$0.00		\$32,790.00	\$0.00			\$32,790.00
	REPLACE HOTWATER HEATERS 12A	1475	\$18,000.00		\$0.00		\$18,000.00			\$0.00		\$18,000.00	\$0.00			\$18,000.00
	HALLWAY MAKE-UP AIR UNIT W/ CHILLER	1475	\$61,952.00		\$0.00		\$61,952.00			\$0.00		\$61,952.00	\$0.00			\$61,952.00
MANAGEMENT IMPROVEMENTS	ADMIN STAFF TRAINING	1408	\$5,000.00		\$0.00		\$5,000.00			\$0.00		\$5,000.00	\$0.00			\$5,000.00
	MAINTENANCE STAFF TRAINING	1408	\$3,000.00		\$0.00		\$3,000.00			\$0.00		\$3,000.00	\$0.00			\$3,000.00
	DRUG ELIMINATION	1408	\$10,000.00		\$0.00		\$10,000.00			\$0.00		\$10,000.00	\$0.00			\$10,000.00
	RESIDENT JOB TRAINING	1408	\$15,000.00		\$0.00		\$15,000.00			\$0.00		\$15,000.00	\$0.00			\$15,000.00

GREATER METROPOLITAN AREA HOUSING AUTHORITY

WORK ITEM BREAKDOWN

CGP 708 - 1999 BUDGET

DEVELOPMT OR PROGRA	WORK ITEM DESCRIPTION	LINE#	BUDGET AMT	DESCRIPTION OF ITEM OBLG	OBL AMT	OBL DATE	OBL REMAIN	INV/PO #	REQ#	REQ AMT	REQ DAT	REQ REMAIN	EXP AMT	EXP DATE	CK #	EXP REMAIN
ADMINISTRATION	ADMIN SALARIES	1410	\$66,000.00		\$0.00		\$66,000.00			\$0.00		\$66,000.00	\$0.00			\$66,000.00
	ADMIN BENEFITS	1410	\$21,000.00		\$0.00		\$21,000.00			\$0.00		\$21,000.00	\$0.00			\$21,000.00
	CGP TRAVEL, TRAINING, MISC.	1410	\$5,000.00		\$0.00		\$5,000.00			\$0.00		\$5,000.00	\$0.00			\$5,000.00
FEES AND COSTS	A & E FEES	1430	\$70,000.00		\$0.00		\$70,000.00			\$0.00		\$70,000.00	\$0.00			\$70,000.00
CONTINGENCY	CONTINGENCY ACCOUNT	1502	\$77,546.00		\$0.00		\$77,546.00			\$0.00		\$77,546.00	\$0.00			\$77,546.00
	TOTALS		\$1,234,940.00		\$0.00		#####			\$0.00		\$1,234,940.00	\$0.00			\$1,234,940.00

Annual Statement/Performance and Evaluation Report
Part I: Summary
Comprehensive Grant Program

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approv

ATTACHEME

Public Reporting Burden for this collection of information is estimated to average 75.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 204-10-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addresses.

HA Name: Whiteside County Housing Authority	Comprehensive Grant Number: IL06-P032-501-05	FFY of Grant Approval: 2005
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report fo Ending: 09/30
 Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Actual Cost (2)	
			Original	Revised (1)	Obligated	
1	Total Non-CGP Funds					
2	1406	Operations (May not exceed 10% of line 19)				
3	1408	Management Improvements	\$30,000.00	30,000.00	\$30,000.00	
4	1410	Administration	\$33,000.00	36,556.61	\$36,556.61	
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$40,000.00	87,850.00	\$87,850.00	
8	1440	Site Acquisition				
9	1450	Site Improvement	\$6,223.35	19,722.35	\$19,722.35	
10	1460	Dwelling Structures	\$310,723.03	305,817.42	\$305,817.42	
11	1465.1	Dwelling Equipment - Nonexpendable	\$22,438.63	22,438.63	\$22,438.63	
12	1470	Nondwelling Structures	\$30,000.00	\$0.00	\$0.00	
13	1475	Nondwelling Equipment	\$30,430.47	30,430.47	\$30,430.47	
14	1485	Demolition				
15	1490	Replacement Reserve				
16	1495.1	Relocation Costs	\$531.52	531.52	\$531.52	
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of line 19)	\$30,000.00	0.00	\$0.00	
19	Amount of Annual Grant (Sum of lines 2-18)		\$533,347.00	\$533,347.00	\$533,347.00	
20	Amount of line 19 Related to LBP Activities					
21	Amount of line 19 Related to Section 504 Compliance					
22	Amount of line 19 Related to Security		\$52,438.63	52,438.63		
23	Amount of line 19 Related to Energy Conservation Measure					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual State (2) To be completed for the Perfrom: 533,347.00

Signature of Executive Director & Date: _____ Signature of Public Housing Director/Office of Native American Programs Administrator & Date: _____

9/30/2007

Annual Statement/Performance and Evaluation Report
Part II: Supporting Pages
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposal
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE	SECURITY GUARD SERVICES	1408		\$30,000.00	\$30,000.00	\$30,000.00	\$18,800.36	CONTRACT SIGNED
	COORDINATOR FEES	1410		\$25,000.00	\$23,944.80	\$23,944.80	\$3,676.61	
	A&E SERVICES	1430		\$40,000.00	\$34,850.00	\$34,850.00	\$34,850.00	CONTRACT SIGNED COMPLETED
	ENERGY AUDIT	1410		\$8,000.00	\$12,611.81	\$12,611.81	\$12,611.81	CONTRACT SIGNED
	UPDATE/REPLACE COMPUTERS SOFTWARE	1475		\$24,503.97	\$24,503.97	\$24,503.97	\$24,503.97	COMPLETED
	CONSTRUCT MAINT STORAGE BUILDING	1470		\$30,000.00	\$0.00	\$0.00		TO BE DONE IN ANC
	A&E FEES (501-06)	1430		\$0.00	\$53,000.00	\$53,000.00	\$45,700.01	CONTRACT SIGNED USED FUNGABILITY JAMES CHILDS
CIVIC PLAZA I - 32-3	REPLACE/REPAIR/SEAL DOMESTIC WATER PIPING 2ND PHASE/7 RISERS/SOUTH	1460		\$199,821.08	\$123,953.09	\$123,953.09	\$123,953.09	COMPLETED
	ADD/REPLACE COMMUNITY ROOM FURNITURE	1475		\$5,926.50	\$5,926.50	\$5,926.50	\$5,926.50	COMPLETED
	UPGRADE/REPLACE SECURITY KEY CARD SYSTEM	1465		\$22,438.63	\$22,438.63	\$22,438.63	\$22,438.63	COMPLETED
	RELOCATION	1495		\$531.52	\$531.52	\$531.52	\$531.52	COMPLETED

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and

Annual Statement/Performance and Evaluation Report
Part II: Supporting Pages
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposal
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
IL32-1	MULCH	1450		\$6,223.35	\$6,223.35	\$6,223.35	\$6,223.35	COMPLETED
	REPLACE EXTERIOR LOCKS ON APARTMENT DOORS	1460	125	\$86,151.95	\$86,151.95	\$86,151.95	\$86,151.95	COMPLETED
	REPLACE OUTSIDE SECURITY LIGHTS WITH ENERGY EFFICIENT	1460		\$24,750.00	\$26,885.00	\$26,885.00	\$26,885.00	COMPLETED
	CONTINGENCY	1502		\$30,000.00	\$0.00	\$0.00	\$0.00	
	TEAR-OUT 4 PLAYGROUNDS AT COLOMA HOMES	1450		\$0.00	\$13,499.00	\$13,499.00	\$13,499.00	CONTRACT SIGNED WORK COMPLETED
	REPLACE ELETRICAL/CABLE/ PHONE LINES & SOME PLUMBING	1460		\$0.00	\$68,827.38	\$68,827.38	\$68,827.38	CONTRACT SIGNED FUNGABILITY FROM SCHINDLER & SONS
	TOTAL			\$533,347.00	\$533,347.00	\$533,347.00	\$494,579.18	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement (2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date
 9/30/2007

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Annual Statement/Performance and Evaluation Report
Part III: Implementation Schedule
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA WIDE	9/13/2007			9/13/2009			
IL32-003	9/13/2007			9/13/2009			
<small>(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement</small>				<small>(2) To be completed for the Performance and Evaluation Report</small>			
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			
LYNN DETER/EXECUTIVE DIRECTOR 3/9/2007							

GREATER METROPOLITAN AREA HOUSING AUTHORITY

WORK ITEM BREAKDOWN

CGP 708 - 1999 BUDGET

DEVELOPMT OR PROGRA	WORK ITEM DESCRIPTION	LINE#	BUDGET AMT	DESCRIPTION OF ITEM OBLG	OBL AMT	OBL DATE	OBL REMAIN	INV/PO #	REQ#	REQ AMT	REQ DAT	REQ REMAIN	EXP AMT	EXP DATE	CK #	EXP REMAIN
IL 10-4 JOS FULTON / O.G. MANOR	INSTALL RAILINGS @ REAR STAIRS 10-4	1450	\$352.00		\$0.00		\$352.00			\$0.00		\$352.00	\$0.00			\$352.00
	LANDSCAPING @ 10-4A	1450	\$31,218.00		\$0.00		\$31,218.00			\$0.00		\$31,218.00	\$0.00			\$31,218.00
	LANDSCAPING @ 10-4B	1450	\$28,320.00		\$0.00		\$28,320.00			\$0.00		\$28,320.00	\$0.00			\$28,320.00
	INSTALL WROUGHT IRON FENCING	1450	\$4,900.00		\$0.00		\$4,900.00			\$0.00		\$4,900.00	\$0.00			\$4,900.00
	REGRADE SITE FOR RUNOFF	1450	\$22,500.00		\$0.00		\$22,500.00			\$0.00		\$22,500.00	\$0.00			\$22,500.00
	INSTALL DUMPSTERS, PADS & ENCL	1450	\$20,000.00		\$0.00		\$20,000.00			\$0.00		\$20,000.00	\$0.00			\$20,000.00
	PARKING/DRIVEWAY IMPROVEMENT	1450	\$183,412.00		\$0.00		\$183,412.00			\$0.00		\$183,412.00	\$0.00			\$183,412.00
	REPLACE SIDEWALKS & STOOPS	1450	\$64,200.00		\$0.00		\$64,200.00			\$0.00		\$64,200.00	\$0.00			\$64,200.00
	INSTALL CEMENT SWALE	1450	\$18,400.00		\$0.00		\$18,400.00			\$0.00		\$18,400.00	\$0.00			\$18,400.00
IL 10-7 STREED TOWER	AIR HANDLER W/ CHILLER	1475	\$57,000.00		\$0.00		\$57,000.00			\$0.00		\$57,000.00	\$0.00			\$57,000.00
	BOILERS, PUMPS	1475	\$175,000.00		\$0.00		\$175,000.00			\$0.00		\$175,000.00	\$0.00			\$175,000.00
	DUCT FURNACES	1475	\$18,270.00		\$0.00		\$18,270.00			\$0.00		\$18,270.00	\$0.00			\$18,270.00
	ROOFTOP EXHAUST UNIT	1475	\$11,720.00		\$0.00		\$11,720.00			\$0.00		\$11,720.00	\$0.00			\$11,720.00
	REPLACE HOTWATER	1475	\$18,000.00		\$0.00		\$18,000.00			\$0.00		\$18,000.00	\$0.00			\$18,000.00
	REPLACE 1ST FLOOR HVAC	1475	\$24,400.00		\$0.00		\$24,400.00			\$0.00		\$24,400.00	\$0.00			\$24,400.00
IL 10-12 WARREN TOWER WARREN HEIGHTS	INSTALL POLE & WALL MTD SITE LIGHTS	1450	\$16,560.00		\$0.00		\$16,560.00			\$0.00		\$16,560.00	\$0.00			\$16,560.00
	INSTALL PLAYGROUND EQUIP 12B	1450	\$25,000.00		\$0.00		\$25,000.00			\$0.00		\$25,000.00	\$0.00			\$25,000.00
	PARKING/DRIVEWAY IMPROVEMENT	1450	\$130,400.00		\$0.00		\$130,400.00			\$0.00		\$130,400.00	\$0.00			\$130,400.00
	REPLACE RETAINING WALLS	1450	\$32,790.00		\$0.00		\$32,790.00			\$0.00		\$32,790.00	\$0.00			\$32,790.00
	REPLACE HOTWATER HEATERS 12A	1475	\$18,000.00		\$0.00		\$18,000.00			\$0.00		\$18,000.00	\$0.00			\$18,000.00
	HALLWAY MAKE-UP AIR UNIT W/ CHILLER	1475	\$61,952.00		\$0.00		\$61,952.00			\$0.00		\$61,952.00	\$0.00			\$61,952.00
MANAGEMENT IMPROVEMENTS	ADMIN STAFF TRAINING	1408	\$5,000.00		\$0.00		\$5,000.00			\$0.00		\$5,000.00	\$0.00			\$5,000.00
	MAINTENANCE STAFF TRAINING	1408	\$3,000.00		\$0.00		\$3,000.00			\$0.00		\$3,000.00	\$0.00			\$3,000.00
	DRUG ELIMINATION	1408	\$10,000.00		\$0.00		\$10,000.00			\$0.00		\$10,000.00	\$0.00			\$10,000.00
	RESIDENT JOB TRAINING	1408	\$15,000.00		\$0.00		\$15,000.00			\$0.00		\$15,000.00	\$0.00			\$15,000.00

GREATER METROPOLITAN AREA HOUSING AUTHORITY

WORK ITEM BREAKDOWN

CGP 708 - 1999 BUDGET

DEVELOPMT OR PROGRA	WORK ITEM DESCRIPTION	LINE#	BUDGET AMT	DESCRIPTION OF ITEM OBLG	OBL AMT	OBL DATE	OBL REMAIN	INV/PO #	REQ#	REQ AMT	REQ DAT	REQ REMAIN	EXP AMT	EXP DATE	CK #	EXP REMAIN
ADMINISTRATION	ADMIN SALARIES	1410	\$66,000.00		\$0.00		\$66,000.00			\$0.00		\$66,000.00	\$0.00			\$66,000.00
	ADMIN BENEFITS	1410	\$21,000.00		\$0.00		\$21,000.00			\$0.00		\$21,000.00	\$0.00			\$21,000.00
	CGP TRAVEL, TRAINING, MISC.	1410	\$5,000.00		\$0.00		\$5,000.00			\$0.00		\$5,000.00	\$0.00			\$5,000.00
FEES AND COSTS	A & E FEES	1430	\$70,000.00		\$0.00		\$70,000.00			\$0.00		\$70,000.00	\$0.00			\$70,000.00
CONTINGENCY	CONTINGENCY ACCOUNT	1502	\$77,546.00		\$0.00		\$77,546.00			\$0.00		\$77,546.00	\$0.00			\$77,546.00
	TOTALS		\$1,234,940.00		\$0.00		#####			\$0.00		\$1,234,940.00	\$0.00			\$1,234,940.00

Annual Statement/Performance and Evaluation Report
Part I: Summary
Comprehensive Grant Program

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB ApI

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Public Reporting Burden for this collection of information is estimated to average 75.0 hours per response, including the time for reviewing instructions, searching existing data sources, gather the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including sug this burden to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 204-10-3600 and to the C and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addresses.

HA Name: **Whiteside County Housing Authority** Comprehensive Grant Number: **IL06-P032-501-06** FFY of Grant Approval: **2006**

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number _____ Performance and Evaluation Report for Ending: 05
 Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Actual Cost (2)	
			Original	Revised (1)	Obligated	
1	Total Non-CGP Funds					
2	1406	Operations (May not exceed 10% of line 19)	\$11,000.00	\$11,000.00	\$0.00	
3	1408	Management Improvements	\$30,000.00	\$30,000.00	\$0.00	
4	1410	Administration	\$25,000.00	\$25,000.00	\$2,109.62	
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	\$42,000.00	\$0.00	\$0.00	
8	1440	Site Acquisition				
9	1450	Site Improvement			\$0.00	
10	1460	Dwelling Structures	\$362,208.00	\$393,237.36	\$306,832.41	
11	1465.1	Dwelling Equipment - Nonexpendable				
12	1470	Nondwelling Structures	\$0.00			
13	1475	Nondwelling Equipment			\$0.00	
14	1485	Demolition				
15	1490	Replacement Reserve				
16	1495.1	Relocation Costs	\$8,500.00	\$21,500.00	\$6,722.38	
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of line 19)	\$21,384.00	\$19,354.64	\$0.00	
19	Amount of Annual Grant (Sum of lines 2-18)		\$500,092.00	\$500,092.00	\$315,664.41	
20	Amount of line 19 Related to LBP Activities					
21	Amount of line 19 Related to Section 504 Compliance					
22	Amount of line 19 Related to Security		\$30,000.00	30,000.00		
23	Amount of line 19 Related to Energy Conservation Measure					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual State (2) To be completed for the Performance and Evaluation Report

Signature of Executive Director & Date:

LYNN DETER/EXECUTIVE DIRE09./30/2007

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

PAGE 1 OF 1

Annual Statement/Performance and Evaluation Report
Part II: Supporting Pages
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA WIDE	SECURITY GUARD SERVICES	1408		\$30,000.00	\$30,000.00	\$0.00	\$0.00	TO BE BID OUT IN FEB
	COORDINATOR FEES	1410		\$25,000.00	\$25,000.00	\$2,109.62	\$2,109.62	
	A&E SERVICES	1430		\$42,000.00	\$0.00	\$0.00	\$0.00	USED FUNGABILITY TO JAMES CHILDS
	OPERATIONS	1502		\$11,000.00	\$11,000.00	\$0.00	\$0.00	
COLOMA HOMES IL32-1	REPLACE/REPAIR WIRING IN APARTMENTS	1460	28	\$336,000.00	\$0.00	\$0.00	\$0.00	COMBINED/SEE BELOW
	REPLACE APT LIGHT FIXTURES	1460	28	\$9,408.00	\$0.00	\$0.00	\$0.00	DELETED WORK ITEM
	REPLACE PHONE JACKS/WIRING	1460	28	\$5,600.00	\$0.00	\$0.00	\$0.00	COMBINED/SEE BELOW
	INSTALL NEW CABLE WIRE & OUTLETS UPSTAIRS & DOWN	1460	28	\$11,200.00	\$0.00	\$0.00	\$0.00	COMBINED/SEE BELOW
	REPLACE WIRING IN APTS. REPLACE PHONE WIRING & JACKS INSTALL NEW CABLE WIRE & OUTLETS UPSTAIRS & DOWN	1460	28	\$0.00	\$354,426.26	\$268,021.31	\$105,515.18	CONTRACT SIGNED 6/ ALSO USED FUNGABIL 501-05
	REPLACE PLUMBING FROM SINK TO METER. REPLACE TUB DRAINS	1460	28	\$0.00	\$29,547.10	\$29,547.10		CONTRACT SIGNED 6/
	REPLACE WATER LINE TO FIRE PUMP			\$0.00	\$9,264.00	\$9,264.00	\$0.00	CONTRACT SIGNED 8/

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and

Annual Statement/Performance and Evaluation Report
Part II: Supporting Pages
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing
 and Urban Development**
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Major Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	RELOCATION	1495	18	\$8,500.00	\$21,500.00	\$6,722.38	\$6,722.38	CONTRACT SIGNED
	CONTINGENCY	1502		\$21,384.00	\$19,354.64	\$0.00	\$0.00	
	TOTAL			\$500,092.00	\$500,092.00	\$315,664.41	\$114,347.18	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Signature of Executive Director and Date
 9/30/2007

Signature of Public Housing Director/Office of Native American Programs Administrator and

Annual Statement/Performance and Evaluation Report
Part III: Implementation Schedule
 Comprehensive Grant Program (CGP)

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA WIDE	7/17/2008			7/17/2010			
IL32-003	7/17/2008			7/17/2010			
<small>(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement</small>				<small>(2) To be completed for the Performance and Evaluation Report</small>			
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			
LYNN DETER/EXECUTIVE DIRECTOR 9/30/2007							

Annual Statement/Performance and Evaluation Report
Part I: Summary
Comprehensive Grant Program

**U.S. Department of Housing
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HA Name: **Whiteside County Housing Authority** Comprehensive Grant Number: **IL06-P032-502-06** FFY of Grant Approval: **2006**

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number 1 _____ Performance and Evaluation Report Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Actual Cost (2)	
			Original	Revised (1)	Obligated	
1	Total Non-CGP Funds					
2	1406	Operations (May not exceed 10% of line 19)	\$4,231.00	\$4,231.00		
3	1408	Management Improvements			\$0.00	
4	1410	Administration	\$0.00	\$400.00	\$0.00	
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs		\$8,100.00	\$0.00	
8	1440	Site Acquisition				
9	1450	Site Improvement	\$36,500.00	\$28,000.00	\$0.00	
10	1460	Dwelling Structures			\$0.00	
11	1465.1	Dwelling Equipment - Nonexpendable				
12	1470	Nondwelling Structures	\$0.00			
13	1475	Nondwelling Equipment			\$0.00	
14	1485	Demolition				
15	1490	Replacement Reserve				
16	1495.1	Relocation Costs			\$0.00	
17	1498	Mod Used for Development				
18	1502	Contingency (may not exceed 8% of line 19)	\$1,580.00	\$1,580.00	\$0.00	
19	Amount of Annual Grant (Sum of lines 2-18)		\$42,311.00	\$42,311.00	\$0.00	
20	Amount of line 19 Related to LBP Activities					
21	Amount of line 19 Related to Section 504 Compliance					
22	Amount of line 19 Related to Security					
23	Amount of line 19 Related to Energy Conservation Measure					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual State (2) To be completed for the Performance and Evaluation Report

Signature of Executive Director & Date:

LYNN DETER/EXECUTIVE DIRECTOR09/30/2007

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

PAGE 1 OF 1

Supporting Documentation

Attachment D

VAWA

The Violence Against Women Act was first passed in 1994, it was amended January 1, 2006. It is a fact that domestic violence does contribute to “homelessness”. Though the act refers to violence against women, it is not gender specific.

The definition of “homelessness” is: an individual who

1. is sharing the housing of other persons due to the loss of their housing, economic hardship, or a similar reason;
2. is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
3. is living in an emergency or transitional shelter;
4. is abandoned in a hospital; or
5. is awaiting foster care placement; (an individual who has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings; or migratory children who qualify as homeless under this section because the children are living in circumstances as described here).

The Whiteside County Housing Authority (WCHA) provides, or offers assistance to victims of domestic violence, dating violence, sexual assault or stalking to help them to live in a safe environment. 1. The victim and/ or their children are referred locally to the YWCA Domestic Violence Shelter. The staff at the shelter is specifically trained to handle domestic violence, sexual assault or stalking issues. 2. The WCHA can and does issue a trespassing notice to the victim’s assailant to protect the victim and his/her family.

The Whiteside County Housing Authority shall not deny any applicant to any public housing project, or to the Housing Choice Voucher program, who has been a victim of domestic violence, dating violence, or stalking, if the applicant is otherwise qualified for admission. The Whiteside County Housing Authority public housing dwelling Lease contains provisions regarding criminal activity directly relating to domestic violence, dating violence or stalking are not to be considered a violation of the lease by the victim or threatened victim of that criminal activity justifying termination of the victim’s lease or the threatened victim’s lease.

The Whiteside County Housing Authority may terminate Housing Choice Voucher Assistance to a resident if the housing agency can demonstrate an actual imminent threat to other residents or

those employed at or providing service to the property or public housing agency, if that resident is not evicted or terminated from assistance. Nothing in VAWA shall be construed to supersede any provision of any Federal, State or local law that provides greater protection. The public housing Admissions & Continued Occupancy Policy also includes a section on VAWA.

A public housing agency may request that an individual certify via a HUD approved certification form that the individual is a victim of domestic violence, dating violence or stalking and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements set forth in the previous paragraphs. Such certification shall include: the name of the perpetrator. The individual shall provide such certification within 14 business days after the public housing agency requests such certification. If the individual does not provide the certification within 14 business days after the public housing agency has requested such certification in writing, nothing may be construed to limit the authority of the public housing agency to evict any tenant or lawful occupant that commits violations of the lease. The housing authority may extend the 14 day deadline at its discretion.

“satisfactory certification” – provide the requesting public housing agency with documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse in which the professional attest under penalty of perjury to the professional’s belief that the incident or incidents in question are bona fide incidents of abuse and the victim of domestic violence, dating violence, or stalking has signed or attests to the documentation; or produces a Federal, State, or local police or court record.

Supporting Documentation

Attachment E

WCHA CARBON MONOXIDE DETECTOR ACT PLAN

The Carbon Monoxide Detector Act was effective January 1, 2007 and requires that a carbon monoxide detector be installed within 15 feet of a bedroom (a room where someone sleeps) and where there is a possibility for combustion, such as with a gas furnace (does not apply to electric base board heat).

The Whiteside County Housing Authority complied as of January 1, 2007 and installed battery operated carbon monoxide detectors in all units with gas furnaces. When a resident moves in to property owned by the Whiteside County Housing Authority the resident is required to sign an addendum to their lease regarding the Carbon Monoxide Detector Act. The addendum provides the resident with information about the Act and informs the resident that at move-in the Whiteside County Housing Authority does test the detector to make sure it is operational.

After the resident moves in, it is their responsibility to replace the batteries and make sure the carbon monoxide detector is tested regularly and that it is operating correctly. The carbon monoxide detector is installed for the resident's safety and it is the law in Illinois. When a resident moves out of WCHA they are to leave their carbon monoxide detector; or they will be charged a replacement fee.

PROCUREMENT POLICY
WHITESIDE COUNTY HOUSING AUTHORITY

Handbook No. 7460.8 REV 2

This Procurement Policy complies with the Annual Contributions Contract (ACC) between Whiteside County Housing Authority (WCHA) and the HUD, Federal Regulations at 24 CFR 85.36, the procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8, Rev 2, and applicable State and Local laws.

GENERAL PROVISIONS

General

The WCHA shall: provide for a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the WCHA; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the WCHA; promote competition in contracting; and assure that WCHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

Application

This Procurement Policy applies to all procurement actions of the Authority, regardless of the source of funds, except as noted under "exclusions," below. However, nothing in this Policy shall prevent the WCHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

Definition

The term "procurement," as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

Exclusions

This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR Part 990. These excluded areas are subject to applicable State and local requirements.

Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Illinois (State) Freedom of Information Act.

ETHICS IN PUBLIC CONTRACTING

General

The WCHA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

Conflicts of Interest

No employee, officer, Board member, or agent of the WCHA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than \$25 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition Against Contingent Fees

Contractors wanting to do business with the WCHA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

PROCUREMENT PLANNING

Planning is essential to managing the procurement function properly. Hence, the WCHA will periodically review its record of prior purchases, as well as future needs, to: find patterns of procurement actions that could be performed more efficiently or economically; maximize competition and competitive pricing among contracts and decrease the WCHA's procurement costs; reduce WCHA administrative costs; ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

PURCHASING METHODS

Petty Cash Purchases

Purchases under \$50 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the WCHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

Small Purchase Procedures

For any amounts above the Petty Cash ceiling, but not exceeding \$100,000, the WCHA may use small purchase procedures. Under small purchase procedures, the WCHA shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$2,000, also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the WCHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The WCHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the WCHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$100,000.

- A. **Conditions for Using Sealed Bids.** WCHA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- B. **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored **unopened** in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- C. **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be reasonable, based on a cost or price analysis.
- D. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the WCHA or fair competition shall not be permitted.

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the WCHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

- A. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

B. Form of Solicitation. Other than A/E services, competitive proposals shall be solicited through the issuance of a RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The WCHA may assign price a specific weight in the evaluation criteria or the FHA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

C. Evaluation. The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the WCHA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

D. Negotiations. Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the WCHA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the WCHA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the WCHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

E. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the WCHA provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

F. **A/E Services.** The WCHA must contract for A/E services using QBS procedures, utilizing a RFQ. Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services, though architectural/engineering firms are potential sources.

Noncompetitive Proposals

A. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used **only** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **and** if one of the following applies:

1. The item is available only from a single source, based on a good faith review of available sources;
2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the FHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;
3. HUD authorizes the use of noncompetitive proposals; or
4. After solicitation of a number of sources, competition is determined inadequate.

B. **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

1. Description of the requirement;
2. History of prior purchases and their nature (competitive vs. noncompetitive);
3. The specific exception in **24 CFR 85.36(d)(4)(i)(A)** through **(D)** which applies;
4. Statement as to the unique circumstances that require award by noncompetitive proposals;
5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
6. Statement as to efforts that will be taken in the future to promote competition for the requirement;

7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
8. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

Cooperative Purchasing/Intergovernmental Agreements

The WCHA may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The WCHA may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with **24 CFR 85.36**.

ICE

For all purchases above the Micro Purchase threshold, the WCHA shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

COST AND PRICE ANALYSIS

The WCHA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchases

No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes is not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the WCHA cannot reasonably determine price reasonableness, the WCHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the WCHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the WCHA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000.

SOLICITATION AND ADVERTISING

Method of Solicitation

- A. **Petty Cash and Micro Purchases.** The WCHA may contact only one source if the price is considered reasonable.
- B. **Small Purchases.** Quotes may be solicited orally, through fax, or by any other reasonable method.
- C. **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The WCHA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.
 - 1. Advertising in newspapers or other print mediums of local or general circulations.
 - 2. Advertising in various trade journals or publications (for construction).
 - 3. E-Procurement. The WCHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with **24 CFR 85.36**, State and local requirements, and the Authority's procurement policy.

Time Frame

For purchases of more than \$100,000, the public notice should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact who can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

Time Period for Submission of Bids

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

Cancellation of Solicitations

- A. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:
 - 1. The supplies, services or construction is no longer required;
 - 2. The funds are no longer available;
 - 3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
 - 4. Other similar reasons.
- B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
 - 1. The supplies or services (including construction) are no longer required;
 - 2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
 - 3. All factors of significance to the WCHA were not considered;
 - 4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 - 5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 - 6. For good cause of a similar nature when it is in the best interest of the WCHA.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- D. A notice of cancellation shall be sent to all bidders/offers solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any resolicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the WCHA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
 - 1. Re-solicit using an RFP; or

2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the WCHA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

F. If problems are found with the specifications, WCHA should cancel the solicitation, revise the specifications and resolicit using an IFB.

Credit (or Purchasing) Cards

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card.

When using credit cards, the WCHA should adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

BONDING REQUIREMENTS

The standards under this section apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. The WCHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

- A. Bid Bonds. For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.
- B. Payment Bonds. For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:
 1. A performance and payment bond in a penal sum of 100% of the contract price; or
 2. Separate performance and payment bonds, each for 50 % or more of the contract price; or
 3. A 20 % cash escrow; or
 4. A 25 % irrevocable letter of credit.

C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

CONTRACTOR QUALIFICATIONS AND DUTIES

Contractor Responsibility

WCHA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A. Have adequate financial resources to perform the contract, or the ability to obtain them;
- B. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
- C. Have a satisfactory performance record;
- D. Have a satisfactory record of integrity and business ethics;
- E. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- F. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (**24 CFR Part 24**) or by other Federal agencies, e.g., Dept of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

CONTRACT PRICING ARRANGEMENTS

Contract Types

Any type of contract which is appropriate to the procurement and which will promote the best interests of the WCHA may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used.** All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and WCHA.

For all cost reimbursement contracts, WCHA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

Options

Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of the Authority;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to WCHA than conducting a new procurement.

CONTRACT CLAUSES

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the WCHA.

Additionally, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by this Authority.

CONTRACT ADMINISTRATION

The WCHA shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

SPECIFICATIONS

General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying WCHA needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitation

The following types of specifications shall be avoided:

- A. geographic restrictions not mandated or encouraged by applicable Federal law (except for A/Econtracts, which may include geographic location as a selection factor if adequate competition is available);
- B. brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

APPEALS AND REMEDIES

General

It is WCHA policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

Informal Appeals Procedure

The WCHA shall adopt an informal bid protest/appeal procedure for contracts of \$100,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$100,000.

- A. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

- B. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in FHA. Contractor claims shall be governed by the Changes clause in the form HUD-5370.

ASSISTANCE TO SMALL AND OTHER BUSINESSES

Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the WCHA project are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitation mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in **24 CFR Part 135** (so-called Section 3 businesses); and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in FHA prime contracts and subcontracting opportunities.

Definitions

- 1. A **small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in **13 CFR Part 121** should be used to determine business size.
- 2. A **minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- 3. A **women's business enterprise** is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

4. A “Section 3 business concern” is as defined under 24 CFR Part 135.
5. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

BOARD APPROVAL OF PROCUREMENT ACTIONS

Other than approval of this Procurement Policy, approval by the Board of Commissioners is not required for any procurement action, as permitted under State and local law. Rather, it is the responsibility of the Executive Director to make sure that all procurement actions are conducted in accordance with the policies contained herein.

DELEGATION OF CONTRACTING AUTHORITY

While the Executive Director is responsible for ensuring that the WCHA’s procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency.

Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section III below, consistent with Federal, State, or local law.

DOCUMENTATION

The WCHA must maintain records sufficient to detail the significant history of each procurement action. These records **shall** include, but **shall not** necessarily be limited to, the following:

- A. Rationale for the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident);
- C. Reason for accepting or rejecting the bids or offers;
- D. Basis for the contract price (as prescribed in this handbook);
- E. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- F. Basis for contract modifications; and
- G. Related contract administration actions.

The level of documentation should be commensurate with the value of the procurement.

Records are to be retained for a period of three years after final payment and all matters pertaining to the contact are closed.

DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for the WCHA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

FUNDING AVAILABILITY

Before initiating any contract, the WCHA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

SELF-CERTIFICATION

The FHA self-certifies that this Procurement Policy, and the WCHA's procurement system, complies with all applicable Federal regulations and, as such, the WCHA is exempt from prior HUD review and approval of individual procurement action.

